

# **SYSTEM OVERVIEW**

**Security**

**Logging On & Logging Off**

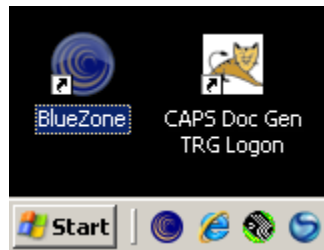
**Keyboard Functions**

**Help Resources**

**Screen Functions**

**Menus**

## LOGGING IN



- Security clearance is tied to the User ID and to the Worker Type (within CAPS)
  - CAPS security includes access to screens and approval authority
- Double click the Mainframe icon (sometimes labeled as BlueZone) to access the Entry Validation screen

## CAPS Security



SO-04

- At the Entry Validation Screen
  - Enter your User ID and Password
  - Your password can be changed by tabbing to “Change Password” and selecting Y (Yes)
  - Once ENTER is pressed, a screen will appear asking you to type in your new password and to confirm the new password

➤ Password guidelines

- Your password must be changed every 60 days
- Your password must be 8 alphanumeric characters
- Your password cannot use repeating characters (zz, 22, etc)
- Your password cannot begin with:

ADM	AGR	APPL	APR	ASDF	AUG	BASIC	CADAM	DEC
DEMO	DEQ	DLI	DOA	DOC	DOJ	DOR	DOT	DPH
FEB	FOCUS	FWP	GAME	GOV	HHS	IBM	JAN	JUL
JUN	LIV	LOG	MAR	MAY	MDT	MONT	MPERA	MT
NET	NEW	NOV	OCT	PASS	PER	REV	ROS	SEP
SIGN	SYS	TEST	TSO	VALID	VTAM	XXX	1234	

- You cannot change your password for at least 15 days after a recent password change
- You cannot reuse a password until you have had five other passwords
- You will receive a warning seven days before your password expires
- If you type your password incorrectly three times in the same day, you will be locked out and you will need to contact the DPHHS Help Desk at 444-9500 or [dphhstech@mt.gov](mailto:dphhstech@mt.gov)
- More details on mainframe passwords are available at:  
<https://mainframe.mt.gov/pwchange/>

➤ Once the User ID and Password have been entered, press **Enter** to access the Supersession menu

- Select **CICS PRODUCTION CICS SYSA** to access CAPS Production
- If you receive a screen of **CICS/NEWS**, press **F3** to exit this screen
- From the menu select **CAPS PRODUCTION SYSTEM FS01**

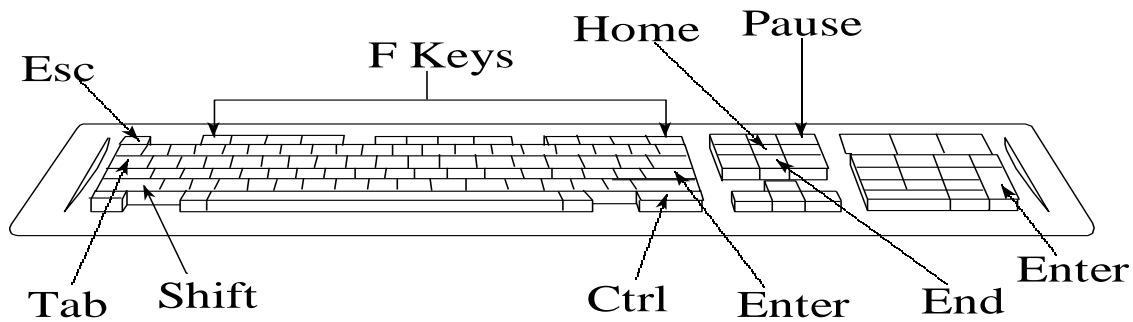
### GENERAL SCREEN INFORMATION

#### Colors

The different colors on CAPS screens mean certain things. Of course, you do have the ability to change your color scheme, so the colors identified below are valid if you are using the standard color scheme in CAPS.

<b>Green</b>	Header/Title (not modifiable)
<b>Light Blue</b>	Not enterable/not modifiable On certain screens, light blue also indicates that the entry is DPHHS related
<b>Yellow</b>	Enterable/modifiable Indicates a payment is a trust account payment (CBPL)
<b>Red</b>	System messages, typically in the bottom left corner of the screen
<b>Dark Blue</b>	On certain screens, dark blue indicates that the entry is DOC related
<b>Pink</b>	Indicates read only access to a report, client or facility Highlights the Child Abuse/Neglect (CAN) flag on PERL Indicates a payment is in INCOMPLETE status (PAYA) Indicates a payment has been put on HOLD (CBPL)
<b>White</b>	Informational messages, typically in bottom left corner of screen Highlights the detail when DELETE is selected in order to confirm

# Key Board



SO-05

- TAB - Moves cursor to the next enterable field
- SHIFT/TAB - Moves cursor back one field
- HOME - Moves the cursor to the first enterable field at the top of the screen
  - HOME/SHIFT/TAB will move the cursor to the PATH field
- END - Erases to the end of the line everything to the right of the cursor
- PAUSE - Begins the logoff process/exits CAPS - **VERY IMPORTANT!**
- ENTER - Executes the command to update
- CTRL – (right) Moves the cursor down the screen like the return on a typewriter
- ESC - Unlocks the keyboard when an execution error has occurred

```

CAFSPERD                                PERSON DETAIL                                07/18/2016    12:54
USER ID : C81285    MODIFY
CAPS ID : 00001655    25    NAME: DOE, JAYNE

LAST NAME   : DOE                                ASSIGNED WORKER INFORMATION
FIRST NAME  : JAYNE                                WORKER ID: C74142SW RGN: 4 CNTY: 025
MIDDLE NAME :                                     NAME: DEE, TWEEDLE
SUFFIX      : P SSN VERIF:                         PHONE NO: 406 443-8638 EXT: 1
SEL P/S-- SSN ---- SEL P/S-- SSN ----    SECONDARY:
A
DRIVERS LICENSE ST: MT    NUMBER: MT06101980    ----- ADDRESS -----
BIRTH DT : 06/10/1980 VERIF:    AGE: 36 LINE1 : 754 RIVER ROCK DR

Field: P/S

Updated on screen(s): PERD

Notes: Select with a "P" if it is the primary social security Number,
or with an "S" if it is the secondary number.

F3=Exit    Scroll: 010

```

- Field-level and screen-level Help explains the purpose of a field or the screen
- For Field Help
  - Press F1, information about that field will be displayed
  - If information is needed for a non-enterable field, use arrow keys to get to the protected field
- For Screen Help
  - Move the cursor anywhere on the screen that is not an input field to obtain screen-level Help
  - Press F1 to display screen-level Help
  - Multiple pages of information may exist

## Northrop Grumman Help Desk



- CAPS Help Desk is available Monday through Friday from 7:30am - 5:30pm
  - Local number is 444-4125
  - Email: [HHSNGCHelpDesk@mt.gov](mailto:HHSNGCHelpDesk@mt.gov). Use ALT+PrtScn to email them a screen shot of a CAPS screen
  - Out of the Helena area call 1-800-285-2361
  - FAX number is 449-3981
  - Contact them for problems while working in CAPS (i.e., help in how to fill out a screen, text/docgen problems, screen abends)
- DPHHS Help Desk is available Monday through Friday from 7:00am - 5:00pm
  - Phone number is 444-9500
  - Contact them for problems OUTSIDE of CAPS (i.e., hardware problems, email, password/user ID problems, system down)
- Problems will be documented for 'fixing'
  - You will be notified when your reported problem has been fixed

CAFSMAIN  
USER ID : CS4566

MAIN MENU

03/30/2009 15:54

SEL	PATH	DESCRIPTION
-	RRRM	REPORT/REQUEST MENU
-	PSNM	PERSON IDENTIFICATION MENU
-	SERM	SERVICES MENU
-	INTM	INTERFACE MENU
-	WOPM	WORKPLAN MENU
-	PRIM	PROVIDER INFORMATION MENU
-	CONM	CONTRACT MENU
-	PAYM	PAYMENTS MENU
-	UTLM	UTILITIES MENU
-	TRAM	TRUST ACCOUNT MENU

TO VIEW CAPS SYSTEM UPDATE INFORMATION, POSITION CURSOR  
HERE ==> \_ <== AND PRESS F1  
LAST UPDATED 02/26/1999

WELCOME TO THE CAPS QA SYSTEM

PATH:

- Menus, Sub-Menus, List/Detail type screens
  - You will see only those screens/menus for which you have security clearance
  - **List screens** display all of the detail records that have been added or may be used to initiate the ADD function
  - **Detail screens** are used to add the actual detail of an event or record item
- Select any Menu by placing the cursor on the SEL (select field) and pressing ENTER
- Error messages are displayed at the bottom of the screen
  - The field in error will be highlighted in red type
- When entering data, type in all lower case letters; CAPS will convert to all caps when the screen is updated
- Dates and numbers (SSN) may be typed without the dashes or slashes
  - Erase any remaining zeros in date fields by pressing END

```
CAFSADDL                      ADDRESS LIST                      07/18/2016    12:56
USER ID : C81285                      PAGE NO:    1
CAPS ID : 00001654    00    NAME: DOE, ANNETTE

TO SELECT, ENTER I=INQUIRE, M=MODIFY OR D=DELETE

      START
SEL  DATE    ACT TYP  ADDRESS                      CITY                      ST    DIR
-   05/01/16   Y   P   345 FARKLE RD                HELENA                      MT
-   05/01/16   Y   R   754 RIVER ROCK DR            HELENA                      MT

FS900001 NEW INFORMATION DISPLAYED                      . PATH: _
```

- Most screens require specific selection (SEL) code:
  - A = ADD
  - D = DELETE
  - I = INQUIRE
  - M = MODIFY
  - S = SELECT
- Use your KEY TEMPLATE for “F” (function) key instructions
- The selection code determines in which “mode” (inquire, modify, etc.) the screen is accessed
- The CAPS ID/Provider number in the header or “global” will remain the same from screen to screen until changed.
- When entering dates in the CAPS system, you must enter the full year. For example: January 2, 2013 would have to be entered **01022013**

## MAIN - Main Menu

```
CAFSMAIN          MAIN MENU          03/30/2009   15:54
USER ID : CS4566

SEL  PATH  DESCRIPTION
-    RRRM  REPORT/REQUEST MENU
-    PSNM  PERSON IDENTIFICATION MENU
-    SERM  SERVICES MENU
-    INTM  INTERFACE MENU
-    WOPM  WORKPLAN MENU
-    PRIM  PROVIDER INFORMATION MENU
-    CONM  CONTRACT MENU
-    PAYM  PAYMENTS MENU
-    UTLM  UTILITIES MENU
-    TRAM  TRUST ACCOUNT MENU

      TO VIEW CAPS SYSTEM UPDATE INFORMATION, POSITION CURSOR
      HERE ==>  _  <== AND PRESS F1
      LAST UPDATED 02/26/1999

WELCOME TO THE CAPS QA SYSTEM          PATH:
```

- This screen is accessible to all users. Certain areas of the system will not be accessible to all users
- This display screen has one select field for each menu option
  - Type any character at the select line or place the cursor at a select line and press ENTER or
  - Type the four-character screen acronym in the PATH field
  - The appropriate screen is displayed when Enter is pressed
- Press F3 from any screen to access MAIN
- To display CAPS system update information, position the cursor in the appropriate space and press the F1 key. Update information will include: physical screen changes, screen functionality changes, code table additions, etc.

## RRRM - Report/Request Menu

```
CAFSRRRM          REPORT/REQUEST MENU          06/01/2009   11:52
USER ID : CS4566

SEL  PATH  DESCRIPTION
-    RRRL  REPORT/REQUEST LIST
-    PERS  PERSON SEARCH
-    PROS  PROVIDER SEARCH

PATH: █
```

- Place cursor on the line to be selected and press ENTER, type any character at the select line and press ENTER, or type the four-character acronym in the PATH field.

## PSNM - Person Identification Menu

```
CAFSPSNM          PERSON IDENTIFICATION MENU    06/01/2009   11:53
USER ID : CS4566

SEL  PATH  DESCRIPTION
-    PERS  PERSON SEARCH
-    EVEL  EVENT LIST
-    PERD  PERSON DETAIL
-    CLID  CLIENT DETAIL
-    RELL  RELATIONSHIP LIST
-    ADDL  ADDRESS LIST
-    NADE  NON-DFS ADOPTION DATA ENTRY
-    AXED  ASSIGNMENTS/TRANSFERS DETAIL
-    SEAL  SEE ALL CLIENTS SCREENS

PATH:
```

- Place cursor on the line to be selected and press ENTER, type any character at the select line and press ENTER, or type the four-character acronym in the PATH field.

## SERM - Services Menu

```
CAFSERM          SERVICES MENU          06/01/2009    11:53
USER ID : CS4566

SEL  PATH  DESCRIPTION
-    PSNM  PERSON IDENTIFICATION MENU
-    APPL  APPLICATION LIST
-    PPLM  PERMANENCY PLAN MENU
-    GRSL  GROUP SERVICES LIST
-    CPHL  CLIENT PLACEMENT LIST
-    SERL  SERVICES LIST
-    ACTL  ACTIVITY LIST
-    CTRL  COURT LIST
-    PROS  PROVIDER SEARCH
-    CELL  CLIENT ELIGIBILITY LIST
-    ICPD  INTERSTATE COMPACT DETAIL
-    PPHL  PERMANENCY PLAN HEARING LIST
-    IVEL  IV-E REIMBURSABILITY LIST

                                           PATH: █
```

- Place cursor on the line to be selected and press ENTER, type any character at the select line and press ENTER, or type the four-character acronym in the PATH field.

## INTM - Interface Menu

```
CAFSINTM          INTERFACE MENU          07/28/2009    9:18
USER ID : CS4566

SEL  PATH  DESCRIPTION
-    EAIL  EA-1 APPLICATION LIST
-    TIID  EMERGENCY ASSISTANCE APPL
-    SIID  SEARCHS INITIAL INQUIRY DTL
-    MIHL  MEDICAID ISSUANCE HISTORY

                                           PATH:
```

- Place cursor on the line to be selected and press ENTER, type any character at the select line and press ENTER, or type the four-character acronym in the PATH field.

## WOPM - Workplan Menu

```
CAFSWOPM                                WORKPLAN MENU                        06/01/2009   11:55
USER ID : CS4566

SEL  PATH  DESCRIPTION
-    STFL  STAFF LIST
-    ALER  ALERTS
-    CSLL  CASELOAD LIST
-    AXED  ASSIGNMENTS/TRANSFERS DETAIL

PATH:
```

- Place cursor on the line to be selected and press ENTER, type any character at the select line and press ENTER, or type the four-character acronym in the PATH field.

## PRIM - Provider Information Menu

```
CAFSPRIM                                PROVIDER INFORMATION MENU          06/01/2009   11:56
USER ID : CS4566

SEL  PATH  DESCRIPTION                                SEL  PATH  DESCRIPTION
-    PROS  PROVIDER SEARCH                            -    FASL  FACILITY ASSESSMENT LIST
-    PROD  PROVIDER DETAIL                            -    PADL  PROVIDER ADDRESS LIST
-    FACD  FACILITY DETAIL                            -    PAKD  PROVIDER AKA DETAIL
-    PRPH  PROVIDER PLACEMENT HISTO                   -    PRPL  PROVIDER PERSON LIST
-    PRTL  PROVIDER TRAINING LIST                      -    PREL  PROVIDER EVENT LIST
-    PRCL  PROVIDER CONTACT LIST                      -    FSPL  FACIL SERVICES PROVIDED
-    PASL  PROVIDER ACTIVE SERVICES                   -    PRLB  PROVIDER LABELS MENU
-    CLTL  CLIENT TYPES LIST                          -    PBID  PROVIDER BANKING DETAIL
-    PRFL  PROVIDER/FACILITY LIST                     -    PIGD  PROVIDER INFORMATION DET
-    FALL  FACILITY LICENSING LIST                    -    PTID  PROVIDER TAX IDENTIFICAT

PATH: █
```

- Place cursor on the line to be selected and press ENTER, type any character at the select line and press ENTER, or type the four-character acronym in the PATH field.

## CONM - Contract Menu

```
CAFSCONM          CONTRACT MENU          06/01/2009    11:57
USER ID : CS4566

SEL PATH DESCRIPTION
-  CONI CONTRACT INQUIRY
-  CONL CONTRACT LIST

PATH: █
```

- Place cursor on the line to be selected and press ENTER, type any character at the select line and press ENTER, or type the four-character acronym in the PATH field.

## PAYM - Payments Menu

```
CAFSPAYM          PAYMENTS MENU          06/01/2009    11:57
USER ID : CS4566

SEL  PATH DESCRIPTION
-   CBPL CLIENT BASED PAYMENT LIST
-   PAYA PAYMENT APPROVAL
-   WRNH PROVIDER WARRANT HISTORY
-   CLPH CLIENT PAYMENT HISTORY
-   OPAR OVERPAYMENT RECOVERY
-   COPL CONTRACTED PAYMENT LIST
-   TRAM TRUST ACCOUNT MENU
-   PBID PROVIDER BANKING DETAIL

PATH: █
```

- Place cursor on the line to be selected and press ENTER, type any character at the select line and press ENTER, or type the four-character acronym in the PATH field.

## UTLM - Utilities Menu

```
CAFSUTLM                UTILITIES                06/01/2009    11:58
USER ID : CS4566

SEL  PATH  DESCRIPTION
-    -    -
-    USML  USER MAINTENANCE LIST
-    TABL  CODE TABLE MAINTENANCE LIST
-    SCML  SERVICE CODE MAINT LIST
-    FIIL  FINANCIAL INSTITUTION LIST
-    ACML  ADDRESS/CONTACT MAINT LIST
-    FARL  FACILITY APPROVAL LIST
-    FSCL  FUNDING SOURCE CODE SEARCH
-    CTMD  COUNTY TABLE MAINT DETAIL
-    ALRD  ALERT MAINTENANCE DETAIL
-    EVTD  EVENT MAINTENANCE DETAIL
-    SECM  SCREEN SECURITY MAINTENANCE

PATH: █
```

- Place cursor on the line to be selected and press ENTER, type any character at the select line and press ENTER, or type the four-character acronym in the PATH field.

## TRAM - Trust Accounts Menu

```
CAFSTRAM                TRUST ACCOUNTS MENU        11/11/2010    15:33
USER ID : CS4566

SEL  PATH  DESCRIPTION
-    -    -
-    CSDL  CSED DEPOSIT LIST
-    CDRL  CSED DEPOSIT RESOLUTION LIST
-    TIDL  TRUST INCOME DOCUMENT LIST
-    TAEL  TRUST ACCOUNT EXPENDITURE LT
-    TAHL  TRUST ACCOUNT HISTORY LIST

PATH:
```

- Place cursor on the line to be selected and press ENTER, type any character at the select line and press ENTER, or type the four-character acronym in the PATH field.

## COTL - Code Table Lookup

CAFSCOTL CODE TABLE LOOKUP 06/01/2009 11:59  
USER ID : CS4566 PAGE NO: 8

TABLE NAME : RELATIONSHIP

TO SELECT, ENTER S=SELECT START CODE: T

SEL CODE	DESCRIPTION
— SFR	STEP FATHER
— SIS	SISTER
— SLF	SELF
— SMR	STEP MOTHER
— SON	SON
— SPD	STEP DAUGHTER
— SPO	SPOUSE
— SPS	STEP SON
— SPT	SPEECH THERAPIST
— SRO	OTHER SRS STAFF
— SSR	STEP SISTER, MARRIAGE RELATED
— STB	STEP BROTHER - MARRIAGE RELATED
— SWS	DFS SOCIAL WORK SUPERVISOR
— TCH	TEACHER

PATH: RRD1

Use the START CODE field to skip down to codes beginning with the entered letter(s). You can then F8 to scroll forward.

- This screen is accessed by pressing F12 and will display a list of codes appropriate for a particular field
- Select the code with an “S” and press ENTER to bring the code back to the field
- To leave this screen without selecting a code, just press Enter